



Tony Evers, Governor
Dawn Crim, Secretary

August 28, 2020

James Micech, Building Inspector
Village of Saukville
639 E Green Bay Avenue
Saukville, WI 53080
jmicech@village.grafton.wi.us

VIA EMAIL

Re: Village of Saukville Jurisdiction Request for Plan Review of Small Commercial Buildings and Inspections of All Size Buildings

Dear James Micech,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Admin. Code § SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

Per Wis. Stat. § 101.12(3)(g), I also delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d) through (h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

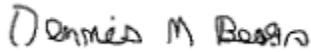
I understand that the primary enforcement contact for your municipality is you, James Micech, and that you have the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

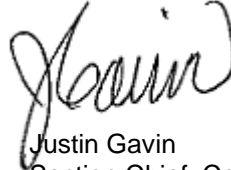
Our commercial building inspector for your area, John Gibbs, at (414) 852-3694, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,



Dennis Beggs
Section Chief, Field Operations



Justin Gavin
Section Chief, Commercial Plan Review

cc: Garry Krause, Bureau Director, Technical Services Bureau
John Gibbs, Commercial Building Inspector, Technical Services Bureau



Tony Evers, Governor
Dawn Crim, Secretary

January 28, 2020

Dawn Wagner, Village Administrator
Village of Saukville
639 E. Green Bay Ave.
Saukville, WI 53080

Re: Village of Saukville Fire Suppression/Fire Alarm Delegation Request

Dear Ms. Wagner,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wisconsin State Statute, s. 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do fire suppression and fire alarm plan review for all commercial buildings to be constructed within the limits of your municipality. Fire suppression and fire alarm plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis. Stats., to do fire suppression and fire alarm inspections of all size buildings in lieu of our Department.

The Department acknowledges the Village of Saukville contracts with the Village of Grafton Inspection Department to conduct all plan reviews and inspections. The Village of Grafton is delegated by the Department to perform commercial fire suppression and fire alarm plan review and inspection of new buildings, additions, or alterations for fire protection systems in any size buildings within the Village of Grafton. The Village of Grafton also utilizes Fire Safety Consultants, Inc. (FSCI) as a "third party" agency to perform the fire protection plan reviews and inspections.

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Submit to the Department the fees specified in s. SPS 302.31 (1) (h) for all projects.
- Provide a monthly report to the Department of all projects completed under this section, in an electronic-based format.
- Forward to the Department any revisions to the ordinance adopting this code.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that Fred C. Hoegler will be the primary code official responsible for enforcement and has the proper certification to do so. The Village of Saukville has also identified, Brent J. Gooden, George M. Krudop and Joel A. Meier as authorized reviewers and Inspectors.

Please contact Michael D. McNally Jr, Section Chief, at (262) 548-5861 or michaeld.mcnally@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, John Gibbs will be contacting your code official soon to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Johnny Winston Jr.', is written over a horizontal line.

Johnny Winston Jr.
Administrator, Division of Industry Services

cc: Garry Krause, Bureau Director, Technical Services
Branden Piper, Bureau Director, Field Services
John Gibbs, Commercial Building Inspector